

1 The following is a condensed version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS regular
2 meeting held Thursday, February 28, 2013 at the Truckee Tahoe Airport District Community Room, 10356 Truckee
3 Airport Road, Truckee, California at 9:00 am.

4 **CALL MEETING TO ORDER:** 9:02 a.m.

5 **DIRECTORS PRESENT:** President Mary Hetherington
6 Vice President John B. Jones Jr.
7 Director J. Thomas Van Berkem
8 Director James W. Morrison
9 Director Lisa Wallace

10
11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager
12 Mr. Phred Stoner, Director of Operations
13 Ms. Jane Dykstra, Director of Finance and Administration
14 Mr. Kevin Bumen, Director of Aviation and Business Services
15 Mr. Hardy Bullock, Environment and Technology Specialist
16 Mr. Brent Collinson, District Legal Counsel
17 Ms. Maria Martinez, District Clerk
18

19 **VISITORS PRESENT: 14**
20

21 **SPECIAL ORDERS OF BUSINESS**

22 President Hetherington thanked Mr. Bob Fink for his contribution to the Airport Community Advisory Team
23 (ACAT) as a member of the community. Mr. Fink thanked everyone and stated that he enjoyed working with the
24 members of the Board, the staff and ACAT.

25 Mr. Smith distributed pictures of the Girl Scout cookie program. The cookies were only on site for 9 hours. This is
26 one of those community services that the District is able to provide. Staff enjoyed helping the troop distribute the
27 cookies to the individual Girl Scouts for their annual cookie sales drive.

28 Mr. Bumen congratulated Mr. Smith on recently passing the Certified Member Exam of the American Association
29 of Airport Executives. He passed the exam on Friday.

30 **PUBLIC COMMENT**

31 Mr. Charlie White stated that several weeks ago he received an email with a request for comments on the
32 District's AWOS. He was wondering what had happened to the results of that email request. Mr. Bullock stated
33 that he sent out a request for pilot community comment on possible specifications for the replacement of the
34 District's on airport AWOS system. Mr. Bullock is collecting all other comments as well. The engineer will create a
35 spec that will hopefully go out to bid in March for the replacement of the AWOS.

36 Mr. Leigh Golden thanked staff for allowing him to be on ACAT. Mr. Golden is also volunteering on the Master
37 Plan Outreach Committee. The draft EIR for Canyon Springs is now out for review. Mr. Golden has reviewed it in
38 its entirety. The Board needs to know that there is no mention of the airport in that document. That is important
39 because years from now, the possibility exists for thousands of homes as well as light industrial just outside of
40 Martis Peak Road.

41 Mr. Mark Wirth, retired airline pilot stated that he always lines up everything in his aviation career as: Safety #1,
42 FAA #2 and "Let's try to make some money" #3. Sometimes safety overrides the FAA and everything else. The

43 latest concern he has is the new GPS approach for Runway 20. It is going to increase the frequency of getting
44 people to come to this airport. His concern is the final approach to Runway 20 with the wind coming out of the
45 southwest. The wind coming through the trees could create a wind shear problem. Those trees have to go for
46 safety reasons. The other issue is density altitude due to the pavement at the airport. In the summer time, the
47 sun heats up the pavement and it stays hot all night long. In the morning there is still a density altitude problem.
48 He would like to see the Civil Air Patrol set up a voluntary check of people's weight and balance before they
49 depart. President Hetherington asked staff to take note and take these to ACAT for further evaluation.

50 **CONSENT CALENDAR**

51 President Hetherington requested that the Minutes of the January 24, 2013 Board meeting be pulled from the
52 Consent Calendar. Director Van Berkem requested that the Establishment of Timeline for the 2013-2014 Fiscal
53 Year Budget be pulled from the Consent Calendar.

54 **PUBLIC COMMENT:** None

- 55 • Monthly Service Bills and Fees
- 56 • Financial Report
- 57 • Furniture Funding Request

58 **MOTION #1 FEB-28-13:** Director Van Berkem moved to approve the rest of the items on the Consent Calendar
59 with the exception of the Minutes of January 24, 2013 and the Establishment of Timeline for the 2013-2014 Fiscal
60 Year Budget Staff Report. Vice President Jones seconded the motion. President Hetherington, Vice President
61 Jones, and Directors Morrison, Van Berkem and Wallace voted in favor of the motion. The motion passed.

- 62 • Minutes: January 24, 2013 Regular Meeting

63 President Hetherington requested that the following sentence be changed as follows:

64 "President Hetherington added that when the Board approved to take ownership of the **Waddle Jones** property,
65 the District understood that and realized the cost of not having 1500 homes in that area."

66 The other change requested was to the following sentence regarding the same subject matter:

67 "President Hetherington stated that her understanding was that no **federal** agency would accept the property
68 with the conservation easement on it."

69 She added that at the time of the Waddle property purchase, if the District had not agreed to take it, the
70 acquisition would not have happened. Corrections were duly noted.

71 **MOTION #2 FEB-28-13:** Vice President Jones moved to approve the Minutes of the January 24, 2013 Board
72 meeting as amended. Director Morrison seconded the motion. President Hetherington, Vice President Jones, and
73 Directors Morrison, Van Berkem and Wallace voted in favor of the motion. The motion passed.

- 74 • Establishment of Timeline for the 2013-2014 Fiscal Year Budget

75

76 Director Van Berkem requested clarification on the schedule and asked if staff and Board should consider
77 scheduling the Budget workshop in September as well. Ms. Dykstra stated that a “Doodle” would be sent out to
78 schedule the September workshop. Vice President Jones asked if it would be more beneficial to add the
79 workshop to the end of a board meeting instead of having a separate meeting. Discussion followed regarding
80 meeting times and scheduling conflicts. The Board agreed to cancel the April 30, 2013 Budget Workshop and
81 instead add it to the May 23, 2013 Board meeting. The Board also agreed to provide staff with their schedule
82 around the board meeting dates for the rest of the year to help coordinate the September Budget Workshop.

83 **PUBLIC COMMENT:** None

84 **MOTION #3 FEB-28-13:** Director Van Berkem moved to approve the Establishment of Timeline for 2013 – 2014
85 Fiscal Year Budget as amended. Director Wallace seconded the motion. President Hetherington, Vice President
86 Jones, and Directors Morrison, Van Berkem and Wallace voted in favor of the motion. The motion passed.

87 **AIRPORT COMMUNITY ADVISORY TEAM**

88 Mr. Bullock updated the Board on the activity the District has had with ACAT over the last month. Mr. Bullock
89 gave a summary of the last ACAT meeting. Mr. Pete Elmore from Bridgenet gave a presentation on commercial
90 operator outreach to those operators that frequent the airport. Mr. Ken Aronson also gave a presentation on the
91 Civil Air Patrol’s Mission to Mars program. He requested ACAT support to continue the program. ACAT is
92 committed to assisting Civil Air Patrol in any way they can. The subject of mountaintop Automated Weather
93 Observation (AWOS) came up at the pilot meeting a few weeks ago. ACAT discussed this subject at length to help
94 determine ways in which they can help the pilot community understand the weather surrounding the airport.
95 One option discussed was to aggregate data for the pilot community so it is easier to find. This would include a
96 website redesign as well. The other option is more involved and sophisticated. The District would deploy an FAA
97 certified AWOS II system with altimeter and wind settings. The cost to install this system would be approximately
98 \$30,000 to \$60,000. Vice President Jones requested clarification on the cost and asked if that was an annual
99 expense. Mr. Bumen stated that the annual cost would be approximately \$24,000 for the commercial site in
100 addition to the ongoing maintenance and certification with the vendor at an approximate cost of \$12,000 to
101 \$18,000. These costs would be in addition to the replacement of the on airport AWOS system which is due to be
102 replaced. Director Van Berkem asked if there would be a special price for the installation of two AWOS systems as
103 opposed to one. He added that if staff sends out the request for bids for the hardware on two systems that there
104 should be a discount. Mr. Bullock also discussed the Runway Utilization Calm Wind / Preferred Runway project
105 with the Board. ACAT will have a more detailed report with their recommendations on this project at the March
106 28, 2013 Board meeting. Mr. Bullock also briefly outlined future projects ACAT will be working on.

107 Mr. Andrew Terry stated that ACAT was reluctant to commit time to the Mission to Mars event. However, ACAT
108 did extend an open invitation to Mr. Aronson to meet with ACAT to ask for help on any specifics he needed for the
109 event. On the mountaintop AWOS, one thing to note was that there is a lack of information of mountaintop
110 winds. ACAT was planning on taking it slow with this project however, if the Board is requesting that this be
111 combined with the replacement of the on-airport AWOS, ACAT will begin working on this project soon. Director
112 Morrison asked if this item could be discussed at a future pilot outreach community meeting, due to the lack of
113 information on mountaintop winds and the installation cost. Mr. Smith stated that the next pilot outreach
114 meeting is scheduled for April 13, 2013. As part of the Master Plan community outreach, this is one of the items
115 planned to be discussed at that meeting. The public is also welcome to this meeting. Vice President Jones stated
116 that Mr. Rick Tavan may want to send out an email to his pilot community on this subject to get their input. Mr.

117 Smith added that it is important for the pilots to understand that they can attend any of the Master Plan outreach
118 meetings in their communities as well.

119 **PUBLIC COMMENT**

120 Mr. Wirth stated that he came to Lake Tahoe and operated the Tahoe Gal for eight years. He stated that the
121 pilots should dial in to mountaintop weather observation on the marine frequency at Slide Mountain. He would
122 use this to determine how windy the conditions would be on the lake based on the readings from Slide Mountain.
123 The mountaintop weather observation on the marine frequency at Slide Mountain gives you a lot of information.
124 He can predict wind shears by using the information from the on airport AWOS and the information from the Slide
125 Mountain weather observation. It is important to know the winds here in the mountains.

126 Mr. Rick Tavan stated that he will ask the pilots for their input. Improving the accuracy of AWOS is very
127 important. Making it audible further out is somewhat important. And getting a mountaintop AWOS he does not
128 see a whole lot of need for.

129 **FLIGHT TRACK DATA UTILIZATION WHITE PAPER PRESENTATION**

130 Mr. Bumen gave a brief history of the Flight Tracking system. When the District was acquiring the system a few
131 years ago, there was a process that was put in place to petition the FAA to get an experimental license to operate
132 an interrogator at this airport. The District was able to secure an experimental license with the FAA. In addition,
133 the FAA was willing to give the District an interrogator to operate at no cost. The District is on a second extension
134 of that authorization enabled by an MOA. Staff was given direction by the Board to look beyond the expiration of
135 the current transit authorization December 21, 2014 to sustain the system as a fully operational system.

136 Staff has been working with the Surveillance and Broadcast Services (SBS) Program office of the FAA to define a
137 path forward for the flight tracking system. The two main issues are the interrogator (to enable tracking of Mode
138 C aircraft) and discussions about the system's potential use for Air Traffic control or advisory services. Staff has
139 also been working with the Airspace & Procedures Support Groups at Oakland Center (ZOA) and Northern
140 California TRACON (NCT) to understand the needs and roles of these stakeholders in this process. Staff has
141 discussed with the FAA the capabilities and data provided by the District's Wide Area Multilateration (WAM)
142 Flight Tracking System. ZOA staff was impressed with the District's commitment to the flight tracking system and
143 is currently preparing a business and safety case for the addition of a service volume (a unit of airspace with air
144 traffic control services) to include the airspace above Truckee Tahoe Airport (TRK). If the business case supports
145 the additional service volume and reviews by various offices within the FAA concur, service could eventually be
146 provided by ZOA or NCT to aircraft arriving and departing TRK. As a result of the last 6 to 9 months of effort
147 regarding the interrogator, staff is moving toward a commitment from the FAA to extend the MOA through 2020.

148 Mr. Pete Elmore from Bridgenet has been instrumental in this process. Mr. Elmore stated that there are a
149 number of upsides to the surveillance data in this airspace. The pilots enjoy the opportunity to get in and out of
150 the airport faster. From a safety standpoint, knowing where all the airplanes are at the same time is a great
151 benefit.

152 Mr. Bumen added that in reviewing what the District has spent to maintain the system and generate the data, and
153 if data were available through the Excelis commercial aviation service source for this airport, Mr. Bumen
154 estimates that data could be collected at about 1/3 of the cost of what it costs to generate the data today. This
155 could be something that could happen in the future with a lower cost and less staff time dedicated to it. Mr.
156 Bumen stated that sometime in the future there will be public visual RNAV at general aviation airports. Right now

157 the status as "Special" that NetJets has as an operator is that there is no surveillance or radar coverage within the
158 valley. One potential upside is that if and when visual RNAV is available to the public, surveillance could enable
159 that as a true procedure. Director Van Berkem requested clarification on which data he referred to being
160 acquired for 1/3 of what it costs now. Mr. Bumen stated that getting the data at 1/3 of the cost presumes that
161 the District's system would be decommissioned and maybe sold overseas to a small country in a developing
162 nation that wants to acquire air traffic control because it would no longer be needed to acquire the data and it
163 does have residual value. Vice President Jones asked Mr. Bumen to give an approximate dollar amount related to
164 the 2/3 cost savings to the District. Mr. Bumen stated the savings would be close to \$100,000 per year.

165 Mr. Elmore stated that the other area that was reviewed was the current arrival and departure procedures. A
166 question that came up during the review was: "With the inclusion of surveillance would there be an increase in air
167 traffic?" Mr. Elmore said there would not be an increase. The terrain surrounding the airport limits the amount
168 of people that have the ability to fly in and out of this airport. Mr. Smith asked if the pilot community knows that
169 there is now surveillance down to the ground, would there be some push an approach where they may have
170 diverted previously. Mr. Elmore stated that the decision to fly an approach is very much driven by the weather.
171 Typically the pilots that would push those rules would do so when there is not surveillance.

172 Director Van Berkem requested clarification on the ability to have real time data if the District were to move to an
173 FAA system in the next two to three years. Mr. Bumen stated that there is real time capability however staff is
174 still reviewing the data to determine the overall quality.

175 **PUBLIC COMMENT**

176 Mr. Wirth asked if the system was activated by a Mode C transponder. Director Wallace requested clarification
177 on the question. Mr. Bumen stated that the question was that would the District's system or potentially an
178 alternative system within the FAA's system track aircraft without a transponder and the answer is No.

179 Mr. Tavan stated that it is extremely common for an aircraft approaching Truckee to have to delay. The reason
180 for that is that without radar coverage only one aircraft can use the airspace at a time. If you are on the ground
181 waiting to take off and there is an airplane that is coming in to land, you have to wait for that airplane to land or
182 vice versa under IFR conditions. Where do they wait? - Wherever they are told to wait. Two of the most common
183 places are just outside Stampede Reservoir and right over Squaw Valley. Those points are not the center of the
184 holding pattern, they are a point on the holding pattern in an elliptical path over heavily populated areas. While
185 they are holding in those places, they are generating noise, exhaust, burning fuel and wasting time. The efficiency
186 argument is a big one. Unlike safety which is the number one priority but only become an operative concern,
187 rarely the coverage volume that allows an airport to support multiple operations at once happens every day when
188 there is low enough to support IFR operations and high enough not to predict them.

189 Director Van Berkem requested clarification on what the District is doing about transponders in gliders. Mr.
190 Bumen stated that there is an initiative underway for the development of a Technical Standard Order (TSO)
191 aircraft certificate branch in the FAA. The FAA is looking at developing a low cost, low power transponder for
192 gliders. They are looking at both the technical and operational feasibilities of that. Staff has been in contact with
193 the program manager on this project and District staff has been asked to sit on the review committee as an
194 airport operator. Staff will continue to monitor it and provide information to the Board as it becomes available.
195 Director Van Berkem stated that staff was asked to add a clause to the lease contract that would require a
196 transponders in the gliders and also look at the availability of transponders that could be loaned out to glider
197 operators for a low cost. Mr. Bumen stated that staff is not aware of any portable units available to broadcast at
198 this time. The District's ability to require equipment is a very difficult thing to achieve in complying with grant

199 assurances and other mechanisms that are in place as an airport. The Soar Truckee lease will be coming to the
200 Board for approval at the March 28, 2013 Board meeting. The lease includes language that requests gliders to
201 have transponders however it is not a requirement. Mr. Smith added that this could be an item that is
202 incentivized as well. Staff will continue to research for hardware and capability of this item.

203 **PUBLIC COMMENT**

204 Mr. Terry stated that he has spoken to Soar Truckee and they have suggested that their glider operators be
205 equipped with transponders.

206 Mr. Wirth stated that listening to this, when it comes down to safety is only one answer – a control tower with
207 surveillance radar.

208 **BREAK:** At 10:50 a.m. the Board recessed for a short break. At 11:00 a.m. President Hetherington reconvened
209 the meeting.

210 **BOARD MEETING TIME CHANGE**

211 Mr. Smith stated that the District has had approximately 4 months of broadcasted meetings. After review and
212 consideration by senior staff of applicable information, comments from the public and a review of other public
213 agency meeting times and dates, staff does not recommend a Board meeting time or date change. Staff has not
214 received any direct comments or complaints from the public regarding the current Board meeting schedule or
215 ability to attend meetings. Recognizing that there may be value in a Board meeting date and time change, staff is
216 agreeable and ready to accommodate such a change if the Board decides the public would be better served by an
217 evening meeting schedule. Discussion followed regarding the pros and cons of day time and evening meetings.
218 Mr. Smith suggested the Board meet during the day through the May 23, 2013 Board meeting due to the addition
219 of the Budget Workshop on that meeting. The Board agreed to provide staff with their availability for the rest of
220 the year to determine the best dates for the meetings to begin in either June or July of 2013. Staff will then
221 create a schedule with proposed dates for the evening Board meetings for the rest of the year.

222 **PUBLIC COMMENT**

223 Mr. Terry stated that getting any public comment in this forum at this time probably is not conducive to getting
224 the full benefit of public input. The District has tried doing meetings at other locations and did not necessarily
225 have better attendance. The Board will have the experiment of evening meetings with the Master Plan Outreach
226 meetings to see if there is more public input.

227 **SELECTION OF AD HOC COMMITTEE FOR GODBE SURVEY**

228 The District has conducted two previous Godbe Surveys, one in 2005 and a second in 2009. The Board approved
229 \$35,000 in the FY2013 budget to conduct a 2013 Community Survey and update of 2005 and 2009. Staff and the
230 ad hoc committee will present their findings from this survey at a future Board meeting.

231 **MOTION #4 FEB-28-13:** Director Morrison moved to appoint Director Wallace and Vice President Jones to the
232 Godbe Survey Ad Hoc Committee. Director Van Berkem seconded the motion. President Hetherington, Vice
233 President Jones, and Directors Morrison, Van Berkem and Wallace voted in favor of the motion. The motion
234 passed.

235 **PUBLIC COMMENT**

236 Mr. Terry stated that there is a statistical benefit to having multiple surveys. He asked the ad hoc committee
237 members to try not to manage the questions too much. Mr. Smith added that most of the questions will stay the
238 same as in the other Godbe surveys.

239 **NEW BOARD OF DIRECTOR INTERNAL CONTROL OVERSIGHT POSITION SELECTION**

240 Ms. Dykstra stated that this position has been filled by President Hetherington since its inception in 2010. The
241 Director who serves in the Internal Control Oversight position will draft up a report of their findings and present it
242 to the Board during Board meetings. The reports are also given to the District's auditors.

243 **MOTION #5 FEB-28-13:** Director Wallace moved to appoint Vice President Jones to the Internal Control Oversight
244 position. Director Morrison seconded the motion. President Hetherington, Vice President Jones, and Directors
245 Morrison, Van Berkem and Wallace voted in favor of the motion. The motion passed.

246 **PUBLIC COMMENT:** None

247 **MASTER PLAN UPDATE**

248 Mr. Smith stated that the next Master Plan Outreach Committee (MPOC) meeting is scheduled for March 12,
249 2013. The last meeting held on February 12, 2013 was well attended. Mr. Smith has been working with the
250 Master Plan consultants to assimilate all the input received from the public to create a format that is easy to
251 understand and for the community to participate. The workshops will be in an art gallery style format. The public
252 will be able to answer a series of questions at various stations throughout the workshop. Director Wallace asked
253 Mr. Smith to define the public's role on the Master Plan Outreach Committee. Mr. Smith stated that the intent is
254 to not have the MPOC determine content of the Master Plan but how information is presented. MPOC and
255 staff will work to assure the public knows their role and why they should attend the meetings. The committee will
256 be participating in a mock workshop and have the opportunity to provide input on ways to improve it. This will
257 give the District another month to prepare for the first Master Plan workshop. After the outreach process is done
258 there will be professionals hired to assimilate all of the input received during the workshops and give the District
259 some options to consider based on that information. Director Van Berkem requested staff clarify the constituency
260 breakdown so that the District would be able to differentiate where the participating community members were
261 from but also determine if they were pilots, non-aviation airport users, non-profit groups, etc. Staff will be
262 working with the consultants and Seana Dougherty on this prior to the first Master Plan workshop.

263 **PUBLIC COMMENT**

264 Mr. Terry stated that with regards to the constituency breakdown you will receive a lot of good data. Mr. Terry
265 also stated that he was approached by a member of the community who was skeptical about the whole process
266 as he was not sure that representatives of Martis Valley Estates had been included in the outreach group. Mr.
267 Smith stated that there were two people from that area invited to participate. One of them did not show up to
268 the first meeting and the other contacted staff to say they could not make it. The concern was duly noted.

269 Mr. Darrell Smith from Northstar stated that he was one of the people who recommended adding dates prior to
270 April 15th. He thanked the Board for adding those meeting dates.

271 **AIRPORT LAND LEASING**

272 Mr. Bumen stated that staff has met with representatives of JMA and Clear Capital twice since the last Board meeting.
273 Weekly meetings are scheduled from this point forward. The project would encompass a potential lease site of 6 – 10

274 acres to accommodate 60,000 – 80,000 square feet of office space. Three sites are being studied at this time. The
275 schedule of the study process outlines key tasks and estimated timelines. Staff will bring a matrix outlining issues and
276 opportunities with each of the proposed sites to the April 23, 2013 Board meeting for review. Staff is reviewing a draft
277 MOU between JMA, Clear Capital and the District. The intention of the MOU is to outline purpose, process, obligations
278 and resources to be engaged in this process. Director Wallace stated that assuming everything goes well with this
279 project, and the District agrees to approve the development, there is a series of agreements and costs that need to be
280 addressed. She is very interested in seeing that schedule added. Mr. Bumen stated that it is coming but is currently
281 absent until there is some determination on a chosen site. Mr. Smith stated that he has been very cautious about
282 committing any of the District's financial resources to this endeavor at this point. The District would like the developer
283 to provide some proposals so that staff can determine what is involved to analyze a project such as this and make sure
284 it is a good decision for the District. At that point, it will be brought to the Board for review. If the schedule is followed
285 closely, it may be June or July before something is brought before the Board with costs and a firmer schedule.

286 **PUBLIC COMMENT:** None

287 **GENERAL MANAGER'S REPORT**

288 Mr. Smith updated the Board on his outreach efforts in the community. Staff is proposing a Board retreat which
289 would include a work session with another airport district. The proposed locations include either Santa Maria or
290 Monterey Peninsula airports. The proposed retreat would start with a dinner meeting. The next day would
291 include meeting with the other airport district and meeting that afternoon to discuss district business. Mr.
292 Collinson stated that all meetings of the Board have to be within the jurisdictional boundaries unless there are
293 exceptions. One exception is the ability to meet with another board outside the District's jurisdiction however the
294 meeting has to be limited to meeting with their board. For example, meeting in Monterey with their board would
295 be fine but meeting as a board after that meeting would not work. If two or more airport districts are involved
296 and turn it into a conference, that is permissible. There would be some restrictions on being able to take any
297 action and the board discussing matters of airport business amongst themselves. Mr. Smith will meet with Mr.
298 Collinson to review the details of the Board retreat. Mr. Smith noted that the Reno Flight Standards District Office
299 held a regional safety meeting hosted by the District in the Community Room on February 20, 2013. The meeting
300 was well attended. The topics of discussion included safety and accident prevention and went very well. The
301 Tahoe City Golf Course Oversight Committee will be hosting two "Next Step" open houses on March 26th at 6pm
302 and March 27th at 12pm. The purpose of these meetings is to obtain input from the community on plans for the
303 future of the Golf Course. It also gives the District an opportunity to present the helipad in a very open and public
304 environment. The Oversight Committee is hoping to release that site to the District this summer to begin the
305 design work and permitting process. Mr. Smith stated that the District will be receiving funding from the FAA for
306 the ramp. Approximately \$300,000 should be covered by an AIP grant. The remainder of the project will be
307 funded by the District. District engineers are currently working on the design phase of this project and should go
308 out to bid soon. Mr. Smith stated that staff has reviewed options for utilization of the modular office trailer on
309 the airport and does not feel it is worth the expense to relocate it. Staff is proposing to surplus the trailer. The
310 trailer could be sold for approximately \$8,000 to \$12,000. Mr. Stoner added that it is listed on the Department of
311 General Services website as surplus with the State of California to see if other agencies are interested in it. There
312 has also been some local interest by non-profit groups. The Board and staff decided to offer it to local agencies
313 and non-profits if they have the resources to relocate it. If no one accepts it, staff will sell it for market value. Mr.
314 Smith also reviewed the items on the Project Tracking List.

315 **PUBLIC COMMENT:** None

316 **BOARD MEMBER ANNOUNCEMENTS:** None

317 **PUBLIC COMMENT:** None

318 **ADJOURN**

319 **MOTION #6 FEB-28-13:** Director Morrison moved to adjourn. Director Van Berkem seconded the motion.
320 President Hetherington, Vice President Jones, Directors Morrison, Van Berkem and Wallace voted in favor of the
321 motion. The motion passed.

322 At 12:10 p.m. the February 28, 2013 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

DRAFT